



CITY OF SALINAS
invites applications for the position of:

Legal Secretary

SALARY: \$4,786.00 - \$6,107.00 Monthly

DEPARTMENT: Legal

OPENING DATE: 03/09/22

THE POSITION:

The City of Salinas is accepting applications for Legal Secretary. The ideal candidate is an experienced Legal Secretary, especially in the area of civil litigation. This recruitment is open until filled and may close at any time.

SPECIAL INSTRUCTIONS: All applicants must provide proof of the required education and a typing certificate valid within the last twelve months demonstrating a typing speed of 40 net words per minute at the time of application or submit to the Human Resources Department. The City will accept typing certificates completed online. Applications are incomplete without the required documents. Interviews will be held remotely via Zoom video communications.

Summary of Duties: The Legal Secretary performs a wide variety of confidential, complex, and responsible clerical, secretarial, and administrative duties and tasks for the City Attorney's Office.

Distinguishing Characteristics: This is a journey level class within the City Attorney's Office. The incumbent performs legal administrative, clerical, and secretarial tasks.

Supervision Received and Exercised: Receives general supervision from the City Attorney and direct supervision from other attorneys within the office.

ESSENTIAL JOB FUNCTIONS:

1. Performs a wide variety of responsible and confidential secretarial duties for the City Attorney and office attorneys
2. Prepares and processes correspondence and legal documents requiring knowledge of legal format, terminology, and procedures
3. Coordinates meetings and appointments and maintains attorneys' calendars
4. Organizes, serves, and files legal documents; organizes and maintains a wide variety of information and materials in support of the attorneys
5. Tracks and calendars court appearances and litigation deadlines
6. Provides receptionist skills to answer and screen telephone calls and requests for information in a courteous and professional manner; professionally routes calls and requests to the attorneys and other departments; and responds to questions from the public
7. Coordinates responses to requests for public records
8. Performs general and confidential support services for the office
9. Provides various other secretarial, clerical, and administrative expertise to ensure the success and accuracy of the department and its legal work
10. Creates and maintains exhibit and trial binders in preparation for trial
11. Coordinates with legal services professionals such as court reporters, videographers, and expert witnesses

12. Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of:

- Legal terminology and the forms and documents used in legal clerical work, including discovery and trial
- Legal procedures and practices involved in proof-reading and reviewing, processing, serving, and filing a variety of legal documents used in civil and criminal litigation, administrative matters and small claims court
- Litigation calendaring
- Modern office practices, procedures and equipment
- Business letter writing
- English usage, spelling, grammar and punctuation
- Filing and record keeping systems
- Computer software programs such as Microsoft Office, Outlook, Excel, calendar assistant, and form builder

Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
- Communicate clearly and concisely, orally and in writing
- Work cooperatively with attorneys, staff, other departments and outside agencies
- Prepare routine legal documents without the assistance of or advice of an attorney, with attention to detail
- Read, interpret, and apply rules and directions
- Promote and maintain safety in the workplace
- Work effectively and efficiently under deadlines; handle a variety of tasks simultaneously
- Type at a minimum of 40 words per minute

Education: High School Diploma/GED

Experience: Four years of increasingly responsible experience in secretarial and office support work, including public contact and preferably including a minimum of two years of legal secretary experience or technical activities related to law office assignments or sixty college units in a related field. Bilingual in English and Spanish is preferred, but not required.

Licenses and Certifications: A valid California State Driver's License. Employee must complete AB 1825 Sexual Harassment Prevention Training within six months of appointment and every two years thereafter.

SUPPLEMENTAL INFORMATION:

Physical Demands and Working Conditions: This is primarily a sedentary office classification although standing and walking may be required, such as for service and filing of documents. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to twenty-five pounds.

Employees work in an office environment with moderate noise levels. May spend an extensive amount of time at a computer terminal.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all City of Salinas employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

SELECTION PROCESS: Applicants' qualifications will be evaluated based on the information provided on the employment application. The exam process may consist of an application appraisal, panel interview, and/or written exam. The City reserves the right to use alternate testing procedures if deemed necessary. **CITY COMMUNICATION REGARDING THE SELECTION PROCESS WILL BE VIA E-MAIL. PLEASE ENSURE THAT YOU HAVE ACCESS TO THE E-MAIL ON YOUR APPLICATION.** Finalist interview/assessment will be held with the City of Salinas.

EQUAL OPPORTUNITY EMPLOYER

The City of Salinas does not discriminate based on race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas makes reasonable accommodation for qualified individuals with a disability. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Director in writing no later than the final filing date stated in this job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied. **EEO Utilization Report is available for candidate review upon request.**

SALARY STEPS: Appointments are normally made at the first step. Consideration is given for increase to the second step after successful completion of a six-month probationary period. (Employees appointed at a higher step will be eligible for consideration for the next step after one year, providing they successfully complete a six-month probationary period.)

For questions, please contact Patricia Peñaloza, Senior Human Resources Analyst, at (831) 758-7416 or patricia.penaloza@ci.salinas.ca.us.

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Position #22-00235
LEGAL SECRETARY
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